

COMMUNITY MEDIA CENTER OF MARIN

Board of Directors Meeting

July 24, 2008

College of Marin

835 College Ave.

Kentfield, CA.

4:00 pm – 6:00 pm

Staff Lounge 1st Floor Student Services Building

Draft Minutes

A. Call Meeting to Order – Bruce Bagnoli

4:16 PM

B. Agenda Approval - m/Jim Geraghty 2nd/Dane Lancaster ,Approved 5 Minutes

C. Approve Minutes of Board Meeting – m/Lancaster 2nd/Flor Emert-Campos Approved June 6, 2008 Minutes June 16, 2008 Minutes 5 Minutes

D. Executive Director Greeting / Report 5 Minutes Michael Eisenmenger- Has already met the COM Board as well as the MTA Board. Also attended the College of Marin Indian Valley Campus groundbreaking.

E. Comcast Changes to Public Access Hours 10 Minutes

Michael Eisenmenger report – Stu is now in charge of Comcast scheduling and playback. Comcast wants to alter hours by closing early some days and remaining open longer on others where they now close early. Michael Eisenmenger wants to insure they are following the contract and not cut back services to our clients producing local access.

Bagnoli pointed out that that most producers work at night, when Comcast proposes cutting hours. Bagnoli feels strongly that we need to insure access when people need to work on their shows. June 15, 2009 is when Comcast must officially turn over operations to CMCM. Michael Eisenmenger will be requesting the producer/ volunteer list so we can poll user members as to their studio needs. Gregg Clarke wants to enforce maintaining services through monetary penalties where appropriate.

F. Public Comment 10 Minutes

David Rubinson – Requested that information be provide in Spanish.

Bruce Bagnoli stated that a goal to go for would be literature in Spanish, Vietnamese, Cambodian

Steve Fein – Spoke with Jeff Gile. from Comcast to insure that we have adequate staff to serve the needs of public access. Bill Sims offered help to help discuss these concerns as we transition.

These minutes are a draft and subject to change.

G. Old Business

70 Minutes

1. Finance and Budget Committee Report
 - a. Treasurers Report – Bill Sims / Gregg Clarke– Has paper work ready for bank signatures of Executive Board and Michael Eisenmenger for the new account. Sims is expecting one of the “larger” checks from the MTA very soon. The Finance committee is interviewing with a payroll firm, CPA and booking. Gregg Clarke stated that yearly audits would cost between \$6 – 10,000 and IRS filing would cost about \$700 per year. Ricardi and Jackie Kim CPAs, bills at \$125 per hour and the bookkeeper bills at \$45.00 per hour includes pick up and drop off using Quickbooks. Amy Richards was recommended for Book Keeping services by Ricardi CPA. Richards is willing to come meet with the CMCM Board and discuss start up costs.
2. Report from Transition, Outreach & Board Development Committee - Lynn Bornstein / Trish Hibben – The transition committee met July 14. The potential community users include, Marin managers, fire departments, water boards / mmwd, schools, libraries. Planning for a Producers meeting and outreach. Search for other venues. Trish Hibbens reported that we a planning a producers meeting to introduce Michael Eisenmenger and build relationships. Bruce Bagnoli suggested setting up “producer meetings”. Bill Sims encourages a CMCM producers association. Babara Emily Sykes suggested going through the producers files at Comcast to cull names of previous users. Barbara Thornton has the Excel speed-sheet of current producers, not all but many. Trish Hibbens suggested creating a promotional plan for approaching organizations and presenting CMCM and the services available. Dane Lancaster agreed a more organized and broader outreach was needed for organizations. Lynn Bornstein noted that before to much outreach is done CMCM needs a “home”. Bill Sims expressed need for “site” search committee to continue looking for appropriate space.
3. Interim CMCM web site/publicity development – Michael Eisenmenger – Website we be set up for publicity and outreach. CMCM will be using the Drupal website content management system to build and maintain both the public front end and the board back end.
4. MTA Living Wage Ordinance Agreement – CMCM will follow the requirements of the MTA living wage ordinance.
5. MTA Report – Barbara Thornton – On July 9, 2008 the MTA approved two CMCM budget items.
6. Report on Status of College of Marin (COM) Agreement – Michael Eisenmenger reported that the COM agreement met some misunderstandings that are being worked on through a new series of meetings and information being provided. Bruce Bagnoli reported that there was a misunderstanding about the measurable value that the CMCM was bringing to the partnership, which includes; remodeling, equipment and one education channel.

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Babara Thornton reported that the COM Study Session was canceled to do more work needed on the providing the factual deliverables so all parties understand the value provided by the MTA and CMCM. Equipment and Capital Plan is being developed to create a baseline of information that can be shared and understood by all parties. Michael Eisenmenger is optimistic, we bring a lot to the table and need the opportunity to inform and show the benefits. Gregg Clarke suggested assigneing a monetary value to the MTA deliverables that will benefit the College of Marin. Frank Crosby pointed out that there was no direct contact with managers with the initial joint use agreement and surplus space for non-educational use was presented without clarity to the benefit to the educational mission of COM. Bruce Bagnoli agreed that we need to have good transfer of information between negotiating parties. Flor Emert-Campos agreed that we need to put monetary value to what CMCM offers and have charts that can clearly show that value. David Rubinson suggested that temporary office space for Michael Eisenmenger could be located at the Social Justice Center or possibly Dominican for the CMCM center. Michael Eisenmenger will set up a exploratory committee to look at options for space and square footage needs. Trish Hibbens suggested the non-profit that connects non-profits with space would be a good place to look.

7. Executive Session - If needed to discuss COM Agreement related matters.

H. New Business

10 Minutes

1. Date and Time for next CMCM Board meeting -
August 28, 2008, 4 – 6:00 PM,
College of Marin, Student Service Building, Staff Lounge
2. Other New Business - none

- I. **Adjournment at 6:00 pm**
m / Jim Geraghty
2nd / Flor Emert- campos
passed